



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0120N18

OPERATIONS SUPPORT SPECIALIST

Opening Date: 1/19/18

Closing Date: 2/9/18

Vacancy will exist 2/1/18

Salary: \$24,175.70 - \$28,442 (85% - Midpoint) Pay Grade 5

Recruiting For: Superior Court of Delaware

Location: New Castle County, City of Wilmington (Please check this county on your application).

Summary Statement: The Operations Support Specialist is an essential part of the daily operations for the New Castle County Superior Court Chambers.

Nature and Scope: This class reports to the New Castle County Deputy Court Administrator for Superior Court. Incumbent responsibilities include:

- Greeting counsel for hearings in Chambers
- Answering phones
- Accepting mail from couriers
- Distributing mail
- Managing supply orders
- Assisting Judicial Officers with routine correspondence in the absence of their Secretary

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
2. Experience in office operations which includes operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies.

3. Knowledge of record keeping which includes maintaining records, logs, and filing systems.
4. Knowledge of using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Excellent communication skills.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <https://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us (Preferred Method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer